

Training Session Outline and Topics for Discussion

Test Supervisors are expected to discuss the following topics with their staff during their training sessions:

- I. Security of Test Materials
 - A. Security is of utmost concern. Test materials must NEVER be left unattended. Test booklets must be kept away from doors and away from examinees in the test room before and after testing.
 - B. Describe how Test Supervisors will distribute materials to the test rooms, and how Room Supervisors are to distribute materials inside the test rooms.
 - C. Room Supervisors are to count test booklets when they receive them from the Test Supervisor, and again before examinees are dismissed. Review the use of the Test Book Count Form.
 - D. No unauthorized persons are allowed in the test rooms. This includes friends, relatives, and members of the media. Observers from OEAA, ACT, or PEM must be asked for a letter of introduction or identification.
 - E. Staff members must NEVER leave a test room or test materials unattended.
- II. Room Preparation
 - A. Demonstrate proper seating arrangements and test room preparation. Discuss arrangements for potential multiple-level seating, fixed seating, left-handed examinees, ease of staff movement, and inappropriate posted materials.
 - B. Describe any items that will be supplied by the school (e.g., pencils, timepieces, tissues) and how they will be distributed and returned.
- III. Test Day Activities
 - A. Staff members are to report to the test center by _____ A.M. Check-in of examinees must begin no later than _____ A.M.
 - B. Review acceptable forms of identification. Emphasize the importance of comparing the photo ID or the description to each person.
 - C. Review a roster and explain the information it contains and how it is used on test day. Staff members who admit examinees based upon personal recognition must initial the roster appropriately.
 - D. Review the conditions for admission. These relate **not** only to identification, but also to the test center roster and roster additions.
 - E. Examinees must report to the test center no later than _____ A.M. Room Supervisors should **not** wait for examinees who arrive late or who are attempting to produce an acceptable form of identification.
 - F. Cell phones, pagers, iPods, and other electronic devices that are brought into the testing room must be turned off and turned in to the Room Supervisor until testing is completed for the day. Room Supervisors must have a supply of envelopes that can be labeled for each student, or another process for storage as determined by the school.
 - G. Examinees must **not** be allowed to select their own seats. **Instead, direct them to specific, assigned seats**, with particular attention paid to separating obvious friends. Testing may begin as soon as all those present have been seated.
 - H. **Testing must begin by 9 A.M.**
- IV. During the Test
 - A. Staff members are encouraged to wear soft-soled shoes. They should avoid crinkly clothing, jewelry, coins in pockets, perfumes, or other items that may distract examinees.
 - B. Information concerning potential examinee dress and behavior issues should be discussed. These might include school rules regarding the wearing of hats, the use of restrooms during testing, cell phone collection procedures, how to handle a prohibited behavior, etc.
 - C. **Verbal instructions must be read verbatim.**
 - D. To protect the security of the tests, test booklets and answer documents may **not** be distributed prior to admitting examinees and are never to be left unattended.

TRAINING SESSION OUTLINE AND TOPICS FOR DISCUSSION

- E. Only examinees may break the seals on test booklets. Testing staff are **not** authorized to open any test booklets.
- F. Accurate timing of each section of the test is critical. Room Supervisors must record the start, five-minute warning, and stop times in their manuals. Discuss the consequences of a mistimed section.
- G. Room Supervisors must complete a Seating Diagram showing where examinees were seated and how test booklets were distributed. They must also complete and initial a Test Book Count Form before and after testing. Stress the importance of providing complete and accurate information for every item on these forms, which assist in keeping tests secure. Number of test booklets handed out (used) and number of examinees in the room (Xs on Seating Diagram) must be the same.
- H. Staff members must **not** read (other than this manual), correct papers, use a computer, or do anything **not** related to administering the test. They must **not** eat, drink, smoke in the test room, or use a cell phone unless calling PEM.
- I. Conversations must be quiet and kept to a minimum. Even whispered conversations can be distracting to examinees.
- J. During the test, staff members are to walk quietly around the room, be available to respond to questions, assist in the case of illness, replace defective test booklets or answer documents, and check that examinees are marking their answers on the proper section of their answer documents. Advise staff **not** to pause near an examinee long enough to be a distraction.
- K. Discuss what actions to take if staff members observe prohibited behavior.
- L. Discuss what actions to take in the case of a group irregularity (e.g., a power outage) or in the case of an emergency.
- V. After the Test
 - A. Room Supervisors must verify the count of test booklets on the Test Book Count Form, then return test materials, reports, and Seating Diagrams to the Test Supervisor.
 - B. The number of used test booklets (seals broken) must match the number of examinees tested in each room.
 - C. Review the required testing documentation forms to be completed by the Room Supervisor. Form masters are available in the back of this manual or at www.michigan.gov/mme in the Spring 2008 box.
 - D. Review the Room Supervisor responsibilities after testing (page 71).
 - E. **There is no Makeup Test for students testing with accommodations. They must take each test section in sequence during the two-week accommodated testing window.**